



DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
3630 STANLEY ROAD
FORT SAM HOUSTON, TEXAS 78234-6100

REPLY TO
ATTENTION OF

AMEDDC&S Policy Memo 12-024

MCCS-PE

11 September 2012

Expires: 11 September 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Outside the Continental United States (OCONUS) Leave and Travel
Clearance Policy

1. References.

- a. Department of Defense (DoD) Directive 4500.54-G, Foreign Clearance Guide (FCG), 10 February 2008.
- b. DoD Directive 4500.54, Official Temporary Duty Travel Abroad, 1 May 1991.
- c. Army Regulation 55-46, Travel Overseas, 20 June 1994.
- d. Army Regulation 600-8-10, Leaves and Passes, 15 February 2006.

2. Purpose. This policy serves to delineate policy and implement procedures for the processing of all OCONUS travel requests.

3. Scope. This memorandum applies to all personnel assigned or attached to the US Army Medical Department Center and School (AMEDDC&S). For the purpose of official Temporary Duty (TDY), this applies to all military and Department of the Army Civilians. All forms of OCONUS travel, to include Permissive Temporary Duty (PTDY), and leaves and passes, apply to all military personnel. Per DoD Directive 4500.54-G, Foreign Clearance Guide, certain countries may require clearance for personnel taking OCONUS leave. Department of the Army Civilians and family members are highly encouraged to follow these policies and procedures for their own safety and security when not operating in an official capacity.

4. Policy.

- a. The Assistant Chief of Staff for Human Resources (ACSHR), G-1, is the approval authority for OCONUS travel.
- b. The FCG is recognized by DoD as the sole prescribing authority for travel clearance. Compliance with the FCG and travel approval authority guidelines is

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mandatory for the processing of all OCONUS travel. Lead time is required for countries to process requests; therefore, it is imperative that once OCONUS travel is identified, completed packets are submitted through the chain of command.

c. Approval from the travel approval authority is required for the purposes of PTDY, leave, and/or pass. OCONUS leave or travel within US areas and its possessions does not require travel clearance (i.e., Puerto Rico, Virgin Islands, American Samoa, Midway Islands, Wake Islands, and the states of Alaska and Hawaii).

d. For the purpose of official TDY, locations should be visited only when the need is absolutely clear, and then only by the smallest group possible, consistent with mission requirements.

e. This policy applies to all personnel that are deploying (filling Medical Augmentee positions) in support of a mission that is less than 180 days to an overseas area that requires country, theater, and/or special area clearances.

f. All completed OCONUS travel request packets must be e-mailed to the AMEDDC&S G-1, at ameddcs.g1.oconus@amedd.army.mil, at least 60 days prior to date of travel. The required information for the travel requests can be found on the AMEDDC&S portal, under staff and student resources, AMEDDC&S OCONUS Travel.

g. The information requested for inclusion in the OCONUS memorandum is needed to obtain country, theater, and special area travel clearances, as required. Failure to submit the requested information or to comply with any requested information from the travel manager may cause delay or denial of OCONUS travel clearance. Travelers who are scheduled to depart less than 60 days from the date of travel must submit a letter of lateness signed by the Soldier's Battalion Commander or Civilian's department chief.

h. Final approval from the Soldier's Battalion Commander is required prior to commencement of any OCONUS travel. Final approval from the Civilian employee's supervisor is required prior to the commencement of any official OCONUS TDY travel. The approved travel clearance documents must accompany the final travel order. Failure to comply with this action may result in disciplinary action.

5. Procedures. Allow a minimum of 60 days for completion of final travel requests.

a. Complete the Individual Anti-Terrorism Plan (IATP); Anti-Terrorist and Force Protection training (AT/FP); Survival, Evasion, Resistance, and Escape (SÉRE) Code of Conduct Level A; and Pre-OCONUS Travel File (PRO-File) training. The training can be

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found on the AMEDDC&S portal, under staff and student resources, AMEDDC&S OCONUS Travel.

b. Submit the IATP and completed documents (DA Form 31, Request and Authority for Leave, or DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel; OCONUS memorandum; AT/FP Level 1 certificate; and SERE 100 and PRO-File certificates) for OCONUS travel to your supporting battalion's S-1/respective department chief.

c. The battalion will screen all packets and ensure that the commander has approved the travel authorization (DA 31 or DD 1610) and signed the appropriate memorandum. The S-1 will send the packet to the G-1. OCONUS packets for Department of the Army Civilians for which the department chief is the approving authority will be routed to the G-1 accordingly.

d. The G-1 will submit all OCONUS requests which require clearances through the Aircraft and Personnel Automated Clearance System (APACS). The AMEDDC&S G-1 does not authorize any traveler to submit their own clearance request.

e. The G-1 will process the travel request after the IATP has been submitted and provide the battalion S-1/respective department chief, as applicable, the final approved or disapproved memorandum and any associated travel documents prior to the OCONUS travel date.

FOR THE COMMANDER:

A handwritten signature in black ink, consisting of a large, stylized 'D' followed by a series of loops and a long horizontal stroke extending to the right.

DAVID A. BITTERMAN
Colonel, MS
Chief of Staff

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